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13 June 1950

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. [redacted] Chief, Radio Propaganda Branch, FBIS, will report to the Office of National Estimates on 15 June on an extended detail from FBIS. [redacted] will become Acting Chief of the branch on that date. [redacted] 50X1 50X1 50X1
2. A staff study recommending DD/I approval for an FBIS survey of reception of North and West Africa was submitted. It is planned to commence the survey at Tangier in July, and to investigate other sites. Foreign Documents Division will provide an Arabic linguist, [redacted], formerly of FBIS, to accompany the FBIS survey team, which will consist of the FBIS Operations Officer, [redacted] [redacted] British views on the feasibility of establishing a small monitoring station at Accra, Gold Coast, have also been solicited through the BBC. It is likely that reception will be surveyed at Accra upon completion of the North African tests. [redacted] 50X1 50X1 50X1
3. The Deputy Director approved FBIS's recommendation that the Saigon Bureau not be closed as previously recommended by the Inspector General. This decision was based on positive expressions by major consumers in Washington and in Saigon of need for Saigon Bureau material. It is likely that the scope of the Bureau operation will expand, as the French Monitoring Service becomes less productive, and in view of the situation in Singapore and Malaya. [redacted] 50X1
4. FBIS interest in a potential Latin American cruising post has been narrowed to San Jose, Bogota, Quito and Lima. The present plan is for [redacted] of West Coast Bureau to make an initial survey in [redacted] 50X1

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San Jose, Costa Rica, and to continue to the more distant points only if San Jose proves unsatisfactory. [ ]

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5. With the impending abolition of FBIS field bureau analyst positions as recommended by the Inspector General a program of thorough orientation by Radio Propaganda Branch has been initiated for editors, particularly chief and senior editors, being assigned to the field. The orientation course includes practical exercises on problems of current analysis. [ ]

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6. Procedures for coordinating the press scrutiny of the Austrian Bureau with the output of the London and Mediterranean Bureaus have been set up on a trial basis in Vienna. Vienna will supply headquarters with summary descriptions of first priority items, and further processing will be at headquarters request based on material received from other Bureaus. Vienna will at its own discretion file any items deemed especially newsworthy or significant where loss of time would impair their value. [ ]

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7. Austrian Bureau recruiting for Satellite-linguist positions continues. [ ] will depart for Vienna in August replacing [ ] in heading up the press scrutiny operation. [ ]

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8. The backlog of unprocessed FBIS Economic Abstract cards was reduced to an acceptable size during the month. Management Staff continued to survey methods for improving FBIS Economic Abstract card processing. [ ]

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10. FBIS is receiving press scrutiny reports directly from USIA overseas missions. The USIA material is scrutinized for possible inclusion in reaction reports on topics of current interest which are published in FBIS's daily "Pink Sheet" of significant foreign radio reportage. At the request of consumers, FBIS published during May reaction reports on H-bomb tests, announcement on Soviet reduction in forces, Sukarno's visit to Washington and Egypt's recognition of Communist China. [ ]

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11. A foreign national cruising monitor entered on duty at the Hokkaido Bureau during the month. He will perform routine cruising

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and also will provide regular contributions in the form of Russian code observations to the Radio Stations Branch, OCR Special Register. [REDACTED]

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12. Construction: (Unclassified)

a. The final phase of Okinawa housing construction was three per cent complete on 31 May.

b. Construction of FBIS housing at Chitose Air Force Base, Hokkaido, under project DD/I 168-56 started in May. Completion is scheduled for late June.

c. Mediterranean Bureau is modifying and modernizing its monitoring booths to conform to general FBIS standards.

d. Rehabilitation of the Okinawa Bureau antennae by the Army Signal Corps is in progress and is about fifty per cent complete.

e. Clearing and grading of the East Coast Bureau antenna field by the National Capitol Parks Service is in progress.

13. The DD/I visited the Austrian, German and London bureaus during the month and also conferred with the Head, BBC Monitoring Service in Caversham. [REDACTED]

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EDITORIAL COMMENT

1. London Bureau

The Bureau's expeditious handling of the TASS announcement on Molotov's resignation is commendable. Date-time groups indicate that the London Bureau filed an FYI within five minutes after the TASS announcement was made in Russian Hellschreiber. Sent Priority, the FYI reached Washington in 14 minutes. [REDACTED]

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2. London and Mediterranean Bureau

Please make sure that items of an economic nature included

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in Satellite press reviews are filed separately in whatever form the contents warrant. [redacted]

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3. Mediterranean Bureau [redacted]

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a. The comment in the January 12, 1956, Letter of Instruction on the Rumanian Congress is quite appropriate to the coverage of the Albanian Congress as well. Several examples of awkward translations follow:

The first report on the Third Congress of the Albanian Workers Party contained two sentences which illustrate a recurring weakness. The sentences are: "In accordance with the representation regulation fixed by the Albanian Workers Party Central Committee, 675 delegates elected by deliberative vote and 122 by consultative vote have been selected to attend the Third Party Congress. Of those present, 670 delegates have been elected by deliberative votes and 121 deputies by consultative votes." The sentence might better have read: "In accordance with the representation regulation fixed by the Albanian Workers Party Central Committee, 675 voting and 122 non-voting delegates were selected to attend the Congress. Of those present, 670 are voting delegates and 121 non-voting."

In M280905 and adds of the second part of Hoxhas's report the use of "specific gravity" or "specific volume" instead of "ratio" or "proportion" is another error which appears many times.

b. Please use the following spelling for Israeli newspapers: Haboker, Haaretz, Hatzofe. [redacted]

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c. It is recommended that Athens radio Sacred Society of Cyprus commentary and political surveys be eliminated from the Washington file except in cases of new developments or special references. "Voice of the Fatherland" diplomatic commentaries by Pournaras may also be reduced 75 per cent. [redacted]

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4. German Bureau

It is requested that the Bureau, whenever possible, expedite such important items as the DPA report on the Adenauer-Mollet agreement on the Saar problem, filed in summary form as G 051325

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The item was received in Washington too late for use either on the B-wire or in the Daily Report. Recently Adenauer's first comment on the Soviet Armed Forces reduction was included in an extensive page of briefs where it might well have been overlooked by B-wire editors. Faster handling of such items would be appreciated. [REDACTED]

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5. West Coast Bureau

Editors are urged to exercise greater restraint in the use of the word "Urgent" on filed copy. Many items so slugged do not appear to warrant an "urgent" description. [REDACTED]

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PROPAGANDA ANALYSIS COMMENT

1. [REDACTED], Assistant Chief Radio Propaganda Branch recently made a quick recruiting trip to Columbia University which yielded a half-dozen promising candidates for analyst positions. [REDACTED]

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2. Recent London Roundups have cited a number of Moscow commentaries which were not filed. Some of these were pointed up by queries from consumers and requests for processing were made. If items are worthy of inclusion in the roundup, summaries at least should be filed. [REDACTED]

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3. On recommendation of the Inspector General, the eight different series of FBIS Radio Propaganda Reports have been reduced to two, Current Developments and Research Series. Reports requiring a long period of research and those coordinated with other intelligence offices will normally be issued with the RS designation. One of each series was issued during May, a description of Moscow's treatment of the Bulganin-Khrushchev visit to Britain and an inquiry into Khrushchev's position with respect to the deglorification of Stalin. [REDACTED]

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ADMINISTRATION

L. An FBIS regulation establishing an FBIS Career Service Board was authenticated by the Assistant Director for Operations on 31 May 1956. The Board will review the application of Agency personnel

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management policies within FBIS, will recommend appropriate action on individual cases brought to its attention, and will report to the OO/CSB in such detail and as often as required. [redacted]

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2. Time and Attendance forms incorporating the payroll change slips have been discontinued because the departmental payroll system has been put on IBM. This requires a special form to be developed for FBIS use in the overseas field. Such a form has been devised and will be available to the Bureau within two months. It will be carbon interleaved in three parts and will contain all essential T & A, payroll change and leave information. In the meantime, the Headquarters Administrative Office has collected all the old stock of payroll change slips for the use of the Bureaus who require them during the interim period. [redacted]

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3. All supervisors are requested to exercise especial care when completing Fitness Reports. Part II (Potential) is an important factor in career planning and Section G-4 and Section H should be as amplifying as possible. [redacted]

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4. The following issuances have not previously been reported:

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[redacted]

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PERSONNEL CHANGES (Unclassified)

1. New Employees

[redacted]

Assignment

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West Coast Bureau

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Clerk Typist  
Editorial Branch

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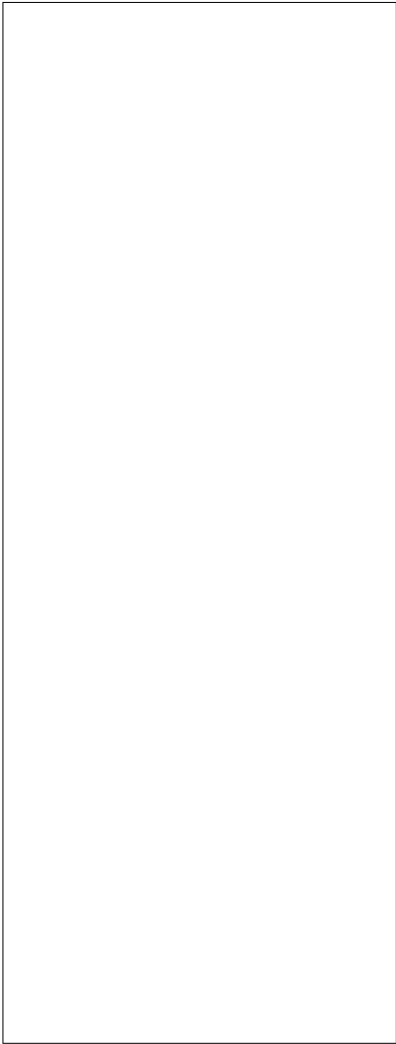


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Clerk Typist  
Editorial Branch

Clerk  
Editorial Branch

2. Transfers Within FBIS



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Info.Spec. Austrian Bur.	Info.Spec. London Bur.	
Info.Spec. Saigon Bur.	Info.Spec. London Bur.	
Info.Spec. Editorial Br.	Info.Spec. London Bur.	
Info.Spec. Editorial Br.	Info.Spec. Med.Bur.	
Info.Spec. London Bur.	Info.Spec. East Coast Bur.	
Info.Spec. Editorial Br.	Info.Spec. Med.Bur.	
Electron Eng. Engineering Staff	Electron Eng. East Coast Bur.	
Electron Eng. East Coast Bur.	Electron Eng. Engineering Staff	
Info. Spec. East Coast Bur.	Info. Spec. Editorial Br.	
Info.Spec. Editorial Br.	Info.Spec. East Coast Bur.	

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3. Transfers From FBIS:



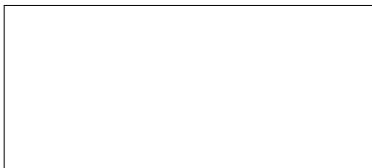
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Clerk Typist  
Editorial Branch

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Editorial Branch

4. Separations:

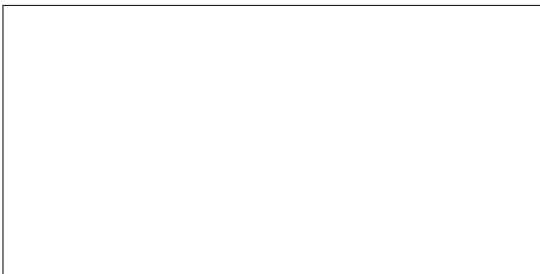


From:

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Editorial Branch

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